

**MONTANA STATE PRISON  
600 Conley Lake Road  
Deer Lodge, MT. 59722  
INTERNAL/EXTERNAL**

Job Title: Vocational Teacher	Pay Grade: Band 6
Position Number: 22751	\$15.05 to \$18.82/hour
Classification Code: 999912	Bargaining Unit: MFSPE
Division: MT. Correctional Enterprises	Shift: Monday - Friday
Location: Deer Lodge	8 a.m. – 4 p.m.
Montana State Prison	Status: Permanent/Full –time
Supplement Required: yes*	.

To Apply: To apply submit a State of Montana application form to Montana State Prison, Personnel Office, 600 Conley Lake Road, Deer Lodge, MT. 59722.

OPEN UNTIL FILLED. Attach a completed \*Criminal Background and Reference Check Authorization form.

Special Information: Upon employment, successful completion of Basic Pre-Service Training for Prison employees. Must be able to respond in the event of an emergency; able to work under stressful and potentially dangerous conditions. Successful applicant will be required to pass a physical examination by a qualified Deer Lodge physician prior to the start of training. The physical examination will be at the cost of the Montana Correctional Enterprise.

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**The primary responsibility for all Montana Correctional Enterprises positions is safety and security. While maintaining sound correctional practices, the incumbent is also responsible for the following:**

Typical Duties: This position is assigned to the Montana Correctional Enterprises Vocational Education program as a Vocational Education Teacher. This position is located at Montana State Prison. Montana State Prison is a multi-classification correctional institution for adult male felons. The Vocational Education Program provides vocational education course work and on-the-job training for incarcerated inmates as well as repair and maintenance on automotive, heavy equipment and agriculture related equipment for the departments within the prison, state agencies, and private nonprofit organizations. This teaching position performs teaching duties for inmates in all areas of Heavy, Agricultural and Industrial Equipment Repair, which includes but is not limited to, engines, power trains, electrical, electronics, brakes, suspension, heating, air conditioning, tool use and safety, and general shop safety. The position prepares daily lesson plans; evaluates student progress; provides structured laboratory exercises; assists and advises students on placement opportunities; assesses student education level and vocational readiness; prepares and submits purchase orders of supplies, materials, and equipment; participates in professional organizations and advisory groups to maintain current teaching and business practices; provides program support by cross training in the primary duties of other teacher/supervisors.

Qualifications: Working knowledge of educational principles utilized in task oriented, and other instructional techniques, knowledge in teaching methods, learning styles, and student record keeping systems. The incumbent must have a thorough working knowledge of the theory, practices, methods, and techniques of the trade in which endorsed. Working knowledge of operation and care of related equipment, shop safety practices, OSHA and EPA regulations. The position requires formal presentations, communication /interpretation, interactive and organizational skills. Endorsements, certifications and training in related mechanical service and repair industry equal to a journeymen level is preferred.

The incumbent must have a clear driving record and have a valid commercial driver's license upon employment or be able to meet all Department of Motor Vehicle requirements to obtain one within the first six months of employment.

Education & Experience: The minimum qualifications are high school diploma or equivalent and 5 years trade related work experience. (A Bachelor's degree with teaching certification in a related field is preferred). Job related education or vocational education or trade work experience in a related field would be considered in the event the position cannot be filled. Also under this circumstance a training assignment could be considered. An incumbent that is being given consideration, who has education and trade experience but does not have a Bachelor's degree with teaching certification, must qualify to obtain a 4C teaching certificate and provide a letter of intent to complete the required coursework within five

years of the initial 4C certification. The incumbent must maintain this certification by completing the coursework as required by the Office of Public Instruction while in this position. Information on certification requirements can be obtained on the Montana Office of Public Instruction web site.

The above qualifications are typically acquired through combination of education and trade experience in the heavy equipment and diesel engine service and repair field. The incumbent must be certifiable by the State of Montana Office of Public Instruction.

Immigration and Control Act: In accordance with the Immigration and Control Act, the person selected must produce within three (3) days of hire, documentation that he/she is authorized to work in the United States. Examples of such documentation include a birth certificate or social security card along with a driver's license or other picture I.D. or a U.S. passport or a green card.

Compensation: The current hourly salary is \$15.05 – 18.82, depending upon education and experience. Full time state employees are also provided paid health, dental and life insurance. Other benefits include a credit union, a deferred compensation program, Teacher's Retirement System, 15 working days annual leave, 12 days sick leave per year, paid holidays, and up to 15 days military leave with full pay per year.

Reasonable Accommodations: Under state and federal law qualified applicants with disabilities are entitled to reasonable accommodations. Modifications or adjustments may be provided to assist applicants to compete in the recruitment and selection process, to perform the essential duties of the job or to enjoy equal benefits and privileges of employment available to other employees. An applicant must request an accommodation when needed. If you need any such accommodation, contact the Personnel Office at (406) 846-1320.

Montana Compliance with Military Selective Service Act: You will be required to produce documentation showing you have complied with the Federal Military Selective Service Act. Examples of this documentation include a registration card issued by Selective Service or a letter from Selective Service that shows you were not required to register.

Application and Selection Process: Selection procedures to be used in evaluating applicants' qualifications an evaluation of the Montana State Application form; a structured interview; a performance test; reference checks and a background investigation. Application materials required are: Signed and complete State Application for Employment, (PD-25, Rev 12/93). Applicants claiming the Veteran's and Handicapped Person's Employment Preference (see State Application for Employment, PD-25) must provide verification of eligibility with the application materials. The required documentation includes a DD-214 or the SRS certification of Disability form.

The application materials will be reviewed by a panel of job experts. Applicants will be notified of further selection procedures. If the hiring authority deems the number of applicants is insufficient to obtain the most qualified individual, the position will be re-posted.

A behavioral interview may be conducted as part of the interview process. If there are no qualified applicants for the position or a passing score is not met, a Training Assignment may be considered based on individual qualifications.

Tuberculosis testing is mandatory. All Montana State Prison buildings are smoke-free. Montana State Prison is a Tobacco Free Institution.

All new employees are subject to a minimum of 6 months probation.

This job posting is an advertisement for the solicitation of applicants for this position. It is not intended to represent a contract between the employer and the applicant selected.

Late, incomplete or unsigned applications will be rejected as incomplete and will not be considered.

**DEPARTMENT OF CORRECTIONS  
REFERENCE AND CRIMINAL BACKGROUND CHECK  
AUTHORIZATION FORM**

**Applicant's Name:** \_\_\_\_\_  
(Please print or type)

**Previous names (i.e. maiden name, previous married names)** \_\_\_\_\_

**Social Security Number:** \_\_\_\_\_

**Date of Birth:** \_\_\_\_\_

**List states where you have resided:** \_\_\_\_\_

**TO WHOM IT MAY CONCERN:** As an applicant for a position with the Department of Corrections, I am required to furnish information for use in determining my past work record. I hereby authorize the Department of Corrections to contact any or all of my present or past employers, co-workers, personal references or any other possible work contacts. I release these employers and/or references from any liability which may relate to the information provided to the Department. I also authorize the Department to conduct a Criminal Records Check and Background Check via law enforcement agencies and/or an investigator, and an Abuse, Neglect or Mistreatment Check through the Department of Public Health and Human Services. I understand that the purpose of this record and background check is for employment purposes only.

**Have you ever been convicted of a felony or misdemeanor other than a minor traffic violation?** \_\_\_\_\_

**If your answer is yes, please provide the date of the conviction and the jurisdiction in which the conviction occurred.**

**Jurisdiction:** \_\_\_\_\_

**Date of Conviction:** \_\_\_\_\_

**This authorization shall be valid and effective for one year from the date signed.**

**Date:** \_\_\_\_\_

**Applicant Signature** \_\_\_\_\_

**This authorization shall be valid and effective for one year from the date signed.**

**Applicant's Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

